

PLEASE SIGN AND FILE THIS FORM WITH YOUR DEPARTMENT HEAD BEFORE TRAVELING

Please read the MIT Travel Risk Policy at http://mit.edu/emergency/travel_policy.html before completing this form since completion of this form is not required for travel to all countries.

FACULTY AND STAFF TRAVEL FORM 7.25.03 form

Traveler's Name: _____

MIT Department: _____

Dates of Trip/Destination(s): _____

Attach Itinerary (include modes of transportation to, within and from destination(s), hotels/housing, and schedule). In connection with my trip to the above-referenced destination(s):

1. I have carefully identified, reviewed and considered the risks of travel to my destination(s), including by reading the most recent relevant U.S. State Department ("DoS"), Centers for Disease Control ("CDC"), and World Health Organization ("WHO") Travel Warning(s) available through <http://travel.state.gov/>, <http://www.cdc.gov/>, <http://www.who.int> (Travel Warning), as well as the MIT Travel Risk Policy at <http://web.mit.edu/emergency>, April 22, 2003 memorandum from MIT attached to this form (MIT Memo), the State Department's updated worldwide caution at <http://www.travel.state.gov/travel/wwc1.html> and Public Announcement on Severe Acute Respiratory Syndrome (SARS) at http://www.travel.state.gov/travel/sars_announce.html, and the CDC and WHO travel advisories on SARS on their websites.
2. I have checked with MIT's Insurance Office to determine whether MIT's travel insurer will provide me with business accident-emergency medical travel insurance ("Travel Insurance") for my destination(s). Unavailability of such coverage further evidences seriously heightened risks.
3. I know I am not required or encouraged to travel, I may not be coerced to travel, and MIT urges me to not travel, to my destination(s). I also know that there are heightened serious risks in travel to locales where DoS personnel or their families are prohibited to go or are ordered or permitted to leave, in travel to places where MIT's Travel Insurance is unavailable to travelers, and in travel to places where DoS, CDC, and/or WHO find a serious health risk and inadequate medical care or where quarantine is required upon or before re-entry to the U.S. Nevertheless, I have decided my trip is essential and I alone am responsible for the decision to travel. Check if applicable: ___ I am traveling to my home country and would make this trip for personal reasons in any event.
4. Unless I have received a waiver from MIT's Provost (for faculty and academic staff) or Executive VP (for administrative staff), I will not, under any circumstances, take (or enable) any students or subordinate staff to travel to or through any areas, or enable them to use any modes of transportation (i) where DoS personnel or their families are prohibited to travel or are ordered or permitted to leave, (ii) where MIT's Travel Insurance is unavailable to travelers, and/or (iii) where DoS, CDC and/or WHO find a serious health risk and inadequate medical care or where quarantine is required upon or before re-entry to the U.S. I know these areas/modes of transportation pose heightened serious risks of conflict, terrorist activity, and other dangers and the MIT Travel Risk Policy provides that I must not take (or enable) any students or staff subordinates to travel to these areas or to use these modes of transportation.
5. I know conditions in my destination(s) may change rapidly and will stay informed of current events on a frequent, at least daily, basis by obtaining updated security and health information from, and registering with, the nearest U.S. Embassy or Consulate General (see Travel Warning for contacts), and from the DoS, CDC and WHO websites. I will also enroll in the warden system with the U.S. Consulate(s) nearest my destination(s). If I am not a U.S. citizen, I will register with my home country's Embassy or Consulate and get updated information from the U.S. and my home country's Embassies or Consulates, and the DoS, CDC and WHO websites.
6. I have taken note of the safety and emergency preparedness and contact information in the MIT Memo, Travel Warning and MIT emergency web page, <http://web.mit.edu/emergency>. I ___ have/ ___ have not registered for emergency travel services through the MIT Travel Office.

TRAVELER'S SIGNATURE

DATE